

ON SITE SYSTEMS, INC.

Chemical Safety Assistant

**UNIVERSITY of
CHICAGO
CS ASSISTANT
WEB USER
MANUAL**

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INTRODUCTION

This manual does not attempt to explain how to use Windows components-dialog boxes, check boxes, pointers and cursors, list boxes and drop-down list boxes. All these are common to all Windows programs, and we've assumed you understand how to use them. Please refer to your Windows documentation for basic Windows training, or select Windows Tutorial from Program Manager's Help Menu.

The Chemical Safety Assistant Program is firewall and password protected. It cannot be accessed from off-campus resources. It cannot be accessed without a designated login name and password. User access is limited. You will not be able to access or view any information other than your own.

Technical Support



Safety and Environmental Affairs help is available by:

Phone: (773) 702-9999 Monday thru Friday 8:00 am – 4:30 pm CST

Fax: (773) 702-6546

Email: safety@uchicago.edu

Getting Started

Access to the Program

Access to the Chemical Safety Assistant Web Application is provided by Safety and Environmental Affairs. A link to the program is provided on the web page at:

<http://www.safety.uchicago.edu>

Click on “Chemical Inventory Database”

The following screen will appear.

The screenshot shows a login form titled "Environmental Health & Safety Assistant Login". It includes fields for "Username" and "Password", a "Change Password" link, and a "Login" button. At the top, there is a link to "To Make a Chemical, Biological, or Waste Pick-Up, Click Here". At the bottom left, there is a link to "Show Build Date".

This is your Chemical Safety Assistant login window:

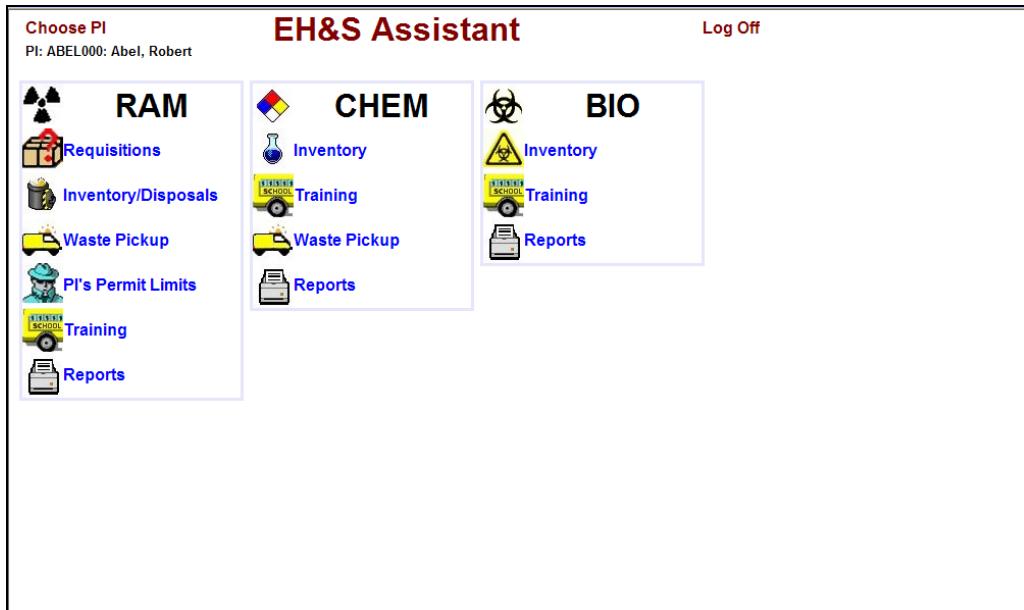
- Enter in your designated **User Name (CNet ID)**.
- Hit Tab and type in your designated **Password**.
- Then click on **[LOGIN]**. This will log you onto the system.

Please complete the EH&S Assistant Access form from the web site at <http://safety.uchicago.edu> under the EH&S Assistant Link if you have not been assigned a User ID and initial Password.

Main menu

When you have logged into the program, the first window you see is the **Main Menu**.

The Main Menu allows controlled access to the University of Chicago's Chemical Safety Assistant Web Applications.



You have five choices that perform the following functions:

- **Inventory** – View, print, or update your Chemical Inventory
- **Training** – View your staff training records (Currently on hold)
- **Waste Pickup** – Request a chemical waste pickup from the Safety and Environmental Affairs
- **Reports** – View or print select reports

To Exit the program – Click on **[Log Off]**

If you are not working in the program, you must **[Log Off]**. You may not leave the program running continuously. This program has a time-out system that will automatically shut down your connection when the program remains inactive for extended periods of time. Allowing the Time-Out function to activate may cause problems with your computer. This feature is part of the security systems. It is in your best interest to **[Log Off]** and close the program when it is not in use.

Chemical Inventory

Inventory

- From the main menu, under CHEM click on Inventory.

The Inventory Log screen will appear. The Web Browser commands do not function within the Chemical Program. Use the [Main Menu] to go back to the Main Menu where you have the program selection choices, [<BACK] to go back to the previous window, and [Log Off] to exit the Chemical Program.

The screenshot shows the 'Inventory' screen with the following interface elements:

- Top Bar:** Main Menu, < BACK, PI ABEL001, Abel, Robert, Log Off
- Search Filters:** Current Inventory (radio button selected), Disposed Inventory, Archived Inventory.
 - Items Received/Ordered on: Date range 02/10/2008, Show button
 - All Items
 - Show me Chemicals where: Chemical Description dropdown, Starts with... input, Show button
- Action Buttons:** +Add Receipt+, ---Reports---
- Results Area:** No Items Found that Match your Criteria
- Column Headers:** Inventory, Catalog, CAS, Chemical Description, Receipt Date, Order Date, Location, Receipt Qty.

1. From Inventory window you have many options:
 - a. View Current Inventory
 - i. Items Received/Ordered on (Date)
 - ii. Show All Items
 - iii. Chemicals by Description look-up
 - b. View Disposed Inventory
 - i. Items Received/Ordered on (Date)
 - ii. Show All Items
 - iii. Chemicals by Description look-up
 - c. View Archived Inventory
 - i. Items Received/Ordered on (Date)
 - ii. Show All Items
 - iii. Chemicals by Description look-up
 - d. Add Receipt – add a chemical to your inventory
 - e. Edit – edit the information for any chemical in your inventory

Notice that the “Current Inventory” radio button is marked. This is a default setting.

You have three options in viewing your Inventory:

- Items Received/Ordered on – displays chemicals ordered/received on a specific date
- All Items – displays all chemicals listed in your inventory
- Show me Chemicals Where – displays only the chemical you specify

Main Menu < BACK PI ABEL001 Abel, Robert Log Off

Current Inventory Disposed Inventory Archived Inventory

Items Received/Ordered on 02 10 2006 Show
 All Items
 Show me Chemicals where Chemical Description Starts with... Show

+ Add Receipt + ---Reports---

Inventory #	Catalog #	CAS #	Chemical Description	Receipt Date	Order Date
Highlight Select 0018954	M1386	587-98-4	METANIL YELLOW	02/10/2006	10/09/2006
Highlight Select 0018955	MB1	61-73-4	METHYLENE BLUE	02/10/2006	02/09/2006
Highlight Select 0008047		37326-33-3	HYALURONIDASE TYPE VI OR II OR III OR 1S	06/02/2005	
Highlight Select 0008048		7647-01-0	HYDROGEN CHLORINE (HYDROCHLORIC ACID)	06/02/2005	
Highlight Select 0008049		64-69-7	IODOACETIC ACID	06/02/2005	
Highlight Select 0008050			ISOTONIC SALT SOLUTION	06/02/2005	
Highlight Select 0008096	X4-4	1330-20-7	XYLENE (O, M & P)	02/12/2005	

How to execute the commands:

1. Click on “Items Received & Ordered on” and enter a date, then click on “Show” - This displays all chemicals ordered or received on a specific date.
2. Click on “All Items” - This will display all of the chemicals in your chemical inventory.
3. Click on “Show me Chemicals where” - This command is followed by two search parameter selection fields and a blank field.
4. In the first field you may select Chemical Description, CAS#, Catalog # or Chemical #.
 - a. Chemical Description is the chemical name.
 - b. CAS# is the Chemical Abstract Service Number.
 - c. Catalog# is the Vendor Catalog Number – ignore this selection, we do **not** enter it as a primary indicator because of the multiple suppliers for campus labs.
 - d. Chemical # is the Material Safety Data Sheet File number – do **not** use this as a search criteria.
5. In the next field you may choose Starts with, Contains, or Equals. These terms are self explanatory.
6. In the Blank field, you will type your search parameter - Chemical Description (Chemical Name) or CAS # (include the hyphens when you type this in).
7. When you have finished typing in one of the above search items, click on “Show”. All of the chemicals in your inventory that fit your search parameters will appear at the bottom of the window.

Inventory Reports & Chemical Fact Sheets

From the Inventory Window you may view or print inventory reports, and view or print a Chemical Fact Sheet for each chemical in your inventory, add a chemical to your inventory, and you may edit each individual chemical in your inventory.

View/Print Inventory Reports:

1. Click on the arrow to the right of [---REPORTS---] to view your report options.
2. Scroll and highlight to run each report. A file download window will appear. Click on **[OPEN]** to view the report. The report selected will be displayed on your screen. When the report is displayed, you may execute “Print” under the “File” Command. You can also save the report to your hard drive by executing “Save as” under the “File” Command.

Main Menu < BACK

PI ABEL000 Abel, Robert Log Off

Current Inventory Disposed Inventory Archived Inventory

Items Received/Ordered on 05 15 2007 Show

All Items Show me Chemicals where Chemical Description Starts with... Show

+ Add Receipt + Reports

Inventory Catalog CAS # Chemical Description

Chemical Inventory by PI

	Inventory	Catalog	CAS #	Chemical Description	Order Date	Location	Receipt Qty.	Unit	Chemical		
Highlight Select	0018958	107-18-6	ALLYL ALCOHOL	Chemical Inventory by P.I. and Storage Location	9/2007	BG-1056	14	1000 LB			
Highlight Select	0018954	M1386	587-98-4	METANIL YELLOW	Chemical Inventory by Building Lab Room	9/2006	AD-3828	1	50 GR		
Highlight Select	0018955	MB1	61-73-4	METHYLENE BLUE	Chemical Vendor Listing	02/10/2006	02/09/2006	AD-3828	1	10 GR	
Highlight Select	0008047	37326-33-3	HYALURONIDASE TYPE VI OR II OR III OR 19	Chemical Catalog Fact Sheet	06/02/2005	AD-3828	1	100 MG			
Highlight Select	0008048	7647-01-0	HYDROGEN CHLORINE (HYDROCHLORIC ACID)	Highlighted Chemical	06/02/2005	AD-3828	1	2.5 LT			
Highlight Select	0008049	64-69-7	IODOACETIC ACID	06/02/2005	AD-3828	1	25 GR				
Highlight Select	0008050		ISOTONIC SALT SOLUTION	06/02/2005	AD-3828	1	100 GR				
Highlight Select	0008096	X4-4	1330-20-7	XYLENE (O, M & P)	02/12/2005	AD-3828	1	4 LT			
Highlight Select	0007962		ACID ALCOHOL (HCl 2% ETHANOL 98%)	02/07/2005	AD-3828	1	100 ML				
Highlight Select	0008017	A962-4	64-17-5	ETHYL ALCOHOL	01/19/2005	AD-3828	8	4 LT			
Highlight Select	0008029	CS511-1D		CAL-EX SOLUTION	11/30/2004	AD-3828	6	6 LT			
Highlight Select	0008044	7211	517-28-2	HEMATOXYLIN	11/21/2004	AD-3828	7	7 PT			
Highlight Select	0008082	HT1003		SILVER NITRATE SOLUTIONS	02/25/2003	AD-3828	1	8 FZ			
Highlight Select	0008075	P9387	14459-95-1	POTASSIUM FERROCYANIDE	11/20/2002	AD-3828	1	100 GR			
Highlight Select	0008070	00306	9001-75-6	PEPSIN	10/11/2002	AD-3828	1	18 ML			

Click on Report Name

Main Menu < BACK

PI ABEL000 Abel, Robert Log Off

Current Inventory Disposed Inventory Archived Inventory

Items Received/Ordered on 05 15 2007 Show

All Items Show me Chemicals where Chemical Description Starts with... Show

+ Add Receipt + Reports

Inventory Catalog CAS # Chemical Description

File Download

Do you want to open or save this file?

Name: Chemical_Inventory_by_PI.pdf
Type: Adobe Acrobat 7.0 document, 125K
From: 127.0.0.1

Open Save Cancel

Chemical Inventory by PI

	Inventory	Catalog	CAS #	Chemical Description	Order Date	Location	Receipt Qty.	Unit	Chemical
Highlight Select	0018958	107-18-6		ALLYL ALCOHOL	9/2007	BG-1056	14	1000 LB	
Highlight Select	0018954	M1386	587-98-4	METANIL YELLOW	9/2006	AD-3828	1	50 GR	
Highlight Select	0018955	MB1	61-73-4	METHYLENE BLUE	9/2006	AD-3828	1	10 GR	
Highlight Select	0008047	37326-33-3		HYALURONIDASE TYPE VI OR II OR III OR 19	06/02/2005	AD-3828	1	100 MG	
Highlight Select	0008048	7647-01-0		HYDROGEN CHLORINE (HYDROCHLORIC ACID)	06/02/2005	AD-3828	1	2.5 LT	
Highlight Select	0008049	64-69-7		IODOACETIC ACID	06/02/2005	AD-3828	1	25 GR	
Highlight Select	0008050			ISOTONIC SALT SOLUTION	06/02/2005	AD-3828	1	100 GR	
Highlight Select	0008096	X4-4	1330-20-7	XYLENE (O, M & P)	02/12/2005	AD-3828	1	4 LT	
Highlight Select	0007962			ACID ALCOHOL (HCl 2% ETHANOL 98%)	02/07/2005	AD-3828	1	100 ML	
Highlight Select	0008017	A962-4	64-17-5	ETHYL ALCOHOL	01/19/2005	AD-3828	8	4 LT	
Highlight Select	0008029	CS511-1D		CAL-EX SOLUTION	11/30/2004	AD-3828	6	6 LT	
Highlight Select	0008044	7211	517-28-2	HEMATOXYLIN	11/21/2004	AD-3828	7	7 PT	
Highlight Select	0008082	HT1003		SILVER NITRATE SOLUTIONS	02/25/2003	AD-3828	1	8 FZ	
Highlight Select	0008075	P9387	14459-95-1	POTASSIUM FERROCYANIDE	11/20/2002	AD-3828	1	100 GR	
Highlight Select	0008070	00306	9001-75-6	PEPSIN	10/11/2002	AD-3828	1	18 ML	

Click Open

Save a Copy Search Help Need to create PDF documents?

05/15/2007 Chemical Inventory by PI Tech University

ABEL000 Abel, Robert

Chemical #	CAS Num.	Inven. #	Chemical Description	Building	Lab	Storage Location	Receipt Date	Qty.	Unit	Chem.	Re. Chem.	Special
1820	64-19-7	0007958	ACETIC ACID	AD-Dental Sub-3628		02/15/2001	2	2.5 LT	3	2		
1820	64-19-7	0007959	ACETIC ACID	AD-Dental Sub-3628		05/16/2000	1	100 GR	1	100 GR		
1307		0007962	ACID ALCOHOL (HCl 2% ETHANOL 98%)	AD-Dental Sub-3628		03/07/2005	1	100 ML	2	2		
1144	65-51-2	0007954	ACRIDONE ORANGE	AD-Dental Sub-3628		10/01/1995	1	25 GR	2	0		
4718	33384-99-2	0008014	ALCAGAN BLUE BX3	AD-Dental Sub-3628		08/04/1988	1	26 GR	1	0		
4718	33384-99-2	0008015	ALCAGAN BLUE BX4	AD-Dental Sub-3628		11/05/1990	1	100 GR	1	0		
4718	33384-99-2	0008016	ALCAGAN BLUE BX5	AD-Dental Sub-3628		10/12/1990	1	25 GR	1	0		
2070	107-18-6	0018958	ALLYL ALCOHOL	Bio-Dugas 1056		07/14/2000	14	1000 LB	3	3	Vacuum	
3871	3012-65-8	0008019	AMMONIUM CITRATE	AD-Dental Sub-3628		04/15/2007	1	100 GR	2	0		
3718	2883-08-5	0008022	ANILINE BLUE	AD-Dental Sub-3628		08/02/1992	1	25 GR	2	0		
3718	2883-08-5	0008023	ANILINE BLUE	AD-Dental Sub-3628		09/01/1992	1	25 GR	2	0		
3718	2883-66-6	0008024	ANILINE BLUE	AD-Dental Sub-3628		12/01/1990	1	30 GR	2	0		
785	540-00-0	0008025	ANISALDEHYDE	AD-Dental Sub-3628		11/05/1990	1	100 GR	1	0		
4960	1330-21-0	0008023	AQUA AMMONIA (HOUSE HOLD AMMONIA)	AD-Dental Sub-3628		08/24/2001	2	200 ML	3	1		
7007	25641-18-9	0008025	ZOCARMEINE G	AD-Dental Sub-3628		07/10/1987	1	25 GR	1	0		
3379	631-63-3	0008028	AZURE A	AD-Dental Sub-3628		04/03/1980	1	10 GR	2	0		
6	4197-07-2	0008029	INTERSTATE ACARLET: ADD RED 66	AD-Dental Sub-3628		01/16/1993	1	10 GR	1	0		
7663	8206-37-2	0008028	BISMARCK BROWN	AD-Dental Sub-3628		12/01/1972	1	10 GR	2	0		
3316	1330-43-4	0008029	BORAX	AD-Dental Sub-3628		02/14/1992	1	1 LB	2	0		
5173	0006029		CALCIUM SOLUTION	AD-Dental Sub-3628		11/30/2004	6	1 LT	3	0		
2393	4197-24-4	0008029	CARBONIC ACID	AD-Dental Sub-3628		04/16/1992	1	100 GR	1	0		
5397	1390-05-4	0008032	CARMINE	AD-Dental Sub-3628		11/07/1981	1	10 GR	2	0		
5397	1390-05-4	0008031	CARMINE	AD-Dental Sub-3628		05/21/1985	2	25 GR	2	0		
7993	1502-09-6	0008033	CELESTE BLUE	AD-Dental Sub-3628		10/27/1979	1	25 GR	2	0		
89	4197-23-3	0008034	CHROMOTROPIC ACID	AD-Dental Sub-3628		03/24/1990	1	10 GR	1	0		
89	4197-07-2	0008034	CHROMOTROPIC 2R	AD-Dental Sub-3628		09/14/1989	1	50 GR	1	0		
3565		0008035	COCONUT CHARCOAL	AD-Dental Sub-3628		04/23/1992	1	1 LB	1	1		
5276	573-85-0	0008037	CONGO RED	AD-Dental Sub-3628		10/02/1972	1	10 GR	2	0		
12	0008037	0008037	DIAZONIUM OF MALT	AD-Dental Sub-3628		04/17/1992	1	10 GR	2	0		
3161	17373-87-3	0008040	EGDN / DODOMA SALT	AD-Dental Sub-3628		09/15/1995	1	100 GR	2	0		
338	64-17-5	0008017	ETHYL ALCOHOL	AD-Dental Sub-3628		01/19/2005	8	4 LT	1	3		
1807	13225-36-4	0008041	ETHYLGLUCOSAMINETETRAACETIC ACID	AD-Dental Sub-3628		07/14/1992	2	100 GR	0	0		
8784	2387-00-0	0008043	FADING BRONZING	AD-Dental Sub-3628		04/18/1992	1	10 GR	2	0		
3377	9500-70-4	0008043	GELATIN	AD-Dental Sub-3628		03/21/1992	1	14 GR	0	0		
3621	13453-07-1	0008045	GOLD CHLORIDE	AD-Dental Sub-3628		09/12/1989	1	1 GR	2	0		
523	517-08-2	0008044	HEMATOCYTIN	AD-Dental Sub-3628		11/21/2004	7	2 PT	1	0		
6163	0006049	0008044	HEMATOCYTIN Q5: MAYERS MODIFIED	AD-Dental Sub-3628		05/24/1991	1	100 GR	2	0		
3104	37328-33-3	0008047	HYALURONIC ACID TYPE VI OR II OR III OR 19	AD-Dental Sub-3628		06/03/2005	1	100 MG	1	0		

At present, you have three formats available for your inventory:

- **Chemical Inventory by PI** – inventory items are ordered by Inventory #.
- **Chemical Inventory by PI and Storage Location** – inventory items are ordered by the storage location in your lab.
- **Chemical Inventory by PI and Building Lab Room** – inventory items are grouped by building and room number.

View/Print Chemical Fact Sheets:

1. Click on the “All Items” to display all of the chemicals in your inventory.
2. Click on “Highlight” to mark the Chemical, go to the [--Reports--] field, Click on the arrow to the right of the field and scroll down to the report “Chemical Catalog Fact Sheet Highlighted Chemical” to run the report. A “File download” window will appear.
3. Click on [Open] when the Chemical Fact Sheet appears, you may execute “Print” under the “File” Command.

Main Menu < BACK

P1 ABEL,000 Abel, Robert Log Off

Current Inventory Disposed Inventory Archived Inventory

Items Received/Ordered on 05 15 2007 Show

All Items Show me Chemicals where Chemical Description Starts with... Show

+ Add Receipt +

	Inventory #	Catalog #	CAS#	Chemical Name	Chemical Inventory by P.I.	Ex Date	Location	Receipt Qty.	Unit	Chemical
Highlight Select	0018958		107-18-6	ALLYL ALCOHOL	Chemical Inventory by P.I.	02/2007	AD 3828	1	1000 LB	
Highlight Select	0018954	M1386	587-98-4	METHANOL, YELLOW	Chemical Inventory by P.I. and Storage Location	02/2006	AD 3828	1	50 GR	
Highlight Select	0018955	MB1	61-73-4	METHYLENE BLUE	Chemical Inventory by Building Lab Room	02/10/2006	AD 3828	1	10 GR	
Highlight Select	0008047		37326-33-3	HYALURONIC ACID TYPE VI OR II OR III OR 18	Chemical Vendor Listing	06/02/2005	AD 3828	1	100 MG	
Highlight Select	0008048		7547-01-0	HYDROGEN CHLORIDE (HYDROCHLORIC ACID)	Chemical Catalog Fact Sheet Highlighted Chemical	06/02/2005	AD 3828	1	2.5 LT	
Highlight Select	0008049		64-69-7	ICODADECYLIC ACID	Chemical Catalog Fact Sheet Highlighted Chemical	06/02/2005	AD 3828	1	25 GR	
Highlight Select	0008050			ISOTONIC SALT SOLUTION	Chemical Catalog Fact Sheet Highlighted Chemical	06/02/2005	AD 3828	1	100 GR	
Highlight Select	0008095	X4-4	1330-20-7	XYLENE (O, M & P)	Chemical Catalog Fact Sheet Highlighted Chemical	02/12/2005	AD 3828	1	4 LT	
Highlight Select	0007962			ACID ALCOHOL (10% ETHANOL 90%)	Chemical Catalog Fact Sheet Highlighted Chemical	02/07/2005	AD 3828	1	100 ML	
Highlight Select	0008017	A962-4	64-17-5	ETHYL ALCOHOL	Chemical Catalog Fact Sheet Highlighted Chemical	01/19/2005	AD 3828	8	4 LT	
Highlight Select	0008029	C5611-1D		CALEX SOLUTION	Chemical Catalog Fact Sheet Highlighted Chemical	11/30/2004	AD 3828	6	6 LT	
Highlight Select	0008044	7211	517-28-2	HEMATOXYLIN	Chemical Catalog Fact Sheet Highlighted Chemical	11/21/2004	AD 3828	7	7 PT	
Highlight Select	0008082	H71003		SILVER NITRATE SOLUTIONS	Chemical Catalog Fact Sheet Highlighted Chemical	02/25/2003	AD 3828	1	8 FZ	
Highlight Select	0008075	P9387	14459-95-1	POTASSIUM FERROCYANIDE	Chemical Catalog Fact Sheet Highlighted Chemical	11/20/2002	AD 3828	1	100 GR	
Highlight Select	0008070	003006	9001-75-6	PEPSIN	Chemical Catalog Fact Sheet Highlighted Chemical	10/11/2002	AD 3828	1	18 ML	

Main Menu < BACK

PI ABEL000 Abel, Robert Log Off

Current Inventory Disposed Inventory Archived Inventory

Items Received/Ordered on 05 15 2007 Show

All Items Show me Chemicals where Chemicals

+ Add Receipt +

Inventory #	Catalog #	CAS #
Highlight Select 0018958		107-18-6
Highlight Select 0018954	M1386	587-98-4
Highlight Select 0018955	MB1	61-73-4
Highlight Select 0008047		37326-33
Highlight Select 0008048		7647-01-0
Highlight Select 0008049		64-69-7
Highlight Select 0008050		
Highlight Select 0008056	X4-4	1330-28-7
Highlight Select 0007962		
Highlight Select 0008017	A982-4	64-17-5
Highlight Select 0008029	CS511-1D	
Highlight Select 0008044	7211	517-28-2
Highlight Select 0008082	HT1003	
Highlight Select 0008075	P9387	14459-95-1
Highlight Select 0008070	003006	9001-75-6

Do you want to open or save this file?

Name: Chemical_Catalog_Fact_Sheet-Web.pdf
Type: Adobe Acrobat 7.0 Document, 430kB
From: 127.0.0.1

Open Save Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

Order Date	Location	Receipt #	Unit	Chemical
09/2007	BG-1056	14	1000 LB	
09/2006	AD-3828	1	50 GR	
09/2006	AD-3828	1	10 GR	
	AD-3828	1	100 MG	
	AD-3828	1	2.5 LT	
	AD-3828	1	25 GR	
	AD-3828	1	100 GR	
	AD-3828	1	4 LT	
	AD-3828	1	100 ML	
	AD-3828	8	4 LT	
	AD-3828	6	6 LT	
	AD-3828	7	7 PT	
	AD-3828	1	8 FZ	
	AD-3828	1	100 GR	
	AD-3828	1	18 ML	

Click Open

Save a Copy Search Help Search Web

Chemical Catalog Fact Sheet Tech University

Chemical # : 2078 Chemical Name : ALLYL-ALCOHOL

CAS #: 107-18-6 Chemical Formula: C₃H₆O/CH₂=CHCHOH Molecular Weight: 58.1 Date Entered: Last Updated: 04/17/2007

Catelog #: Density: 0.712 BPCG: 97 Fire P(F): 70 Fire Class: 1B ERG Guide #: 131

DOT #: DOT Hazard: 6.1 DOT Packing Group: I DEA Schedule:

TPG: 1000 RQ: 100 Storage Requirements: REO

Expiration Required: Flame: 2

Expires: Health: 3

MSDS on site: React.: 1

Chemical on site: Physical: Vapour

Synonyms: ALLYL ALCOHOL Propenyl alcohol Vinyl carbinol

Waste Hazards: Flammable Liquid Toxic

Chemical Hazards: Combustion Irritant Irritante Inhaling in the skin Poison By Inhalation Poison By Skin

EPA #: P005

Click the Printer Icon to Print the Report

4. The **Chemical Fact Sheet** is a summary of information from various technical and regulatory resources for the chemical highlighted. The information is collected and entered into the Chemical Catalog by Safety Office staff members. It is not a Material Safety Data Sheet (MSDS). Material Safety Data Sheets are still available through Safety and Environmental Affairs at <http://safety@uchicago.edu> under the Material Safety Data Sheet link.

Adding and Editing Chemicals in Your Inventory

Adding a New Chemical to Your Inventory

1. To enter a new Chemical in your Inventory, Click on **[Add Receipt]**. This allows for adding a chemical directly into your inventory from your lab.

The screenshot shows a software interface for managing laboratory inventory. At the top, there's a header with 'PI ABEL000' and 'Abel, Robert'. A 'Log Off' button is also present. Below the header, there are several search filters: 'Current Inventory' (selected), 'Disposed Inventory', 'Archived Inventory', 'Items Received/Ordered on' (set to 05 16 2007), 'All Items' (selected), and 'Show me Chemicals where' (with dropdowns for 'Chemical Description' and 'Starts with...'). A green 'Show' button is next to these filters. Below the filters is a table titled '+ Add Receipt +' with columns: Inventory #, Catalog #, CAS #, Chemical Description, Receipt Date, Order Date, Location, Receipt Qty., Unit, and Chemical. The table lists various chemicals with their respective details. A green 'Show' button is located at the bottom right of the table area.

2. An **Adding Chemical** window will appear.

The screenshot shows the 'Adding Chemical' dialog box. It includes fields for 'Inventory #' (0018959), 'PO #' (pink), 'Lab' (pink), 'Totally Disposed?' (checkbox), 'Search Catalog' (radio button selected), 'Not In Catalog' (radio button), 'Vendor' (pink), 'Chemical Description' (pink), 'Catalog #' (pink), 'Physical State' (radio buttons for Gas, Liquid, Solid), '# of Units' (1), 'Quantity per Unit' (0), 'Volume/Size' (dropdown), 'MAX On Hand' (pink), 'BOCA Amount' (calc), 'Storage Location' (pink), 'Chemical Formula' (pink), 'Storage Device' (dropdown), 'Receipt Date' (05 16 2007), 'Order Date' (dropdown), 'Expiration Date' (dropdown), 'MSDS Location' (pink), 'MSDS Expires' (dropdown), 'Contact' (pink), 'Contact's Phone' (pink), 'Comments' (pink), and 'Save' and 'Cancel' buttons. A note at the bottom says '* Pink labels indicate required fields.'

3. All items highlighted in Pink are required fields. You must enter data in these fields in order to save an entry. Fields that are not highlighted in pink are optional.

- Using your **Tab** key will take you to each required field. If you would like to use the optional fields, click on the field.
- Inventory#** is automatically assigned by the CS Assistant program. This should not be changed. Tab to the next required field.
- PO#** is purchase order number – this is optional, you may use it or leave it blank.
- Lab** is the laboratory where the chemical is stored. This is a required field. You must select a lab for each chemical. Click the [?] to access the Lab selection pick list. Only your authorized labs will be displayed. If you do not see your lab on the lab selection list, contact Safety and Environmental Affairs at 702-9999.

The screenshot shows the 'Adding Chemical' form with various input fields. The 'Lab' field is highlighted with a red arrow pointing to its help icon (a question mark inside a box). Other fields visible include 'Inventory #', 'PO #', 'Totally Disposed?', 'Search Catalog', 'Not In Catalog', 'Vendor', 'Chemical Description', 'Catalog #', 'CAS #', 'Physical State' (radio buttons for Gas, Liquid, Solid), 'MAX On Hand', 'BOCA Amount', 'Storage Location' (dropdown menu), 'Storage Device' (dropdown menu), 'Receipt Date' (dropdown menu), 'Expiration Date' (dropdown menu), 'MSDS Location', 'MSDS Expires', 'Contact', 'Comments', and 'Save' and 'Cancel' buttons. A note at the bottom states: '* Pink labels indicate required fields.'

Click [?]

Click [Select] for the Lab Location

The Lab number is inserted

The screenshot shows a list of buildings with their respective codes and names. The 'AD-Dental School Building' is selected, indicated by a blue arrow pointing to the 'Select' link next to it. The table has columns: Building Code, Building Name, Lab/Room, Lab Type, and Survey Frequency. The selected row is highlighted in pink.

	Building Code	Building Name	Lab/Room	Lab Type	Survey Frequency	Canceled
Select	AC	AC-Albert Cramer Hall	1005	active	Monthly	
Select	AD	AD-Dental School Building	1005	active		
Select	AD	AD-Dental School Building	3010	Room Non-Rad		
Select	AD	AD-Dental School Building	3028	Room Non-Rad		
Select	AD	AD-Dental School Building	3028A	Room Non-Rad		
Select	BF	BF-Murphy Bldg	117	Room Non-Rad		
Select	BF	BF-Murphy Bldg	117D	Room Non-Rad		
Select	BG	BG-Dugas Bldg	1056			
Select	CA	CA-Research Center Lab Bldg	3101			

The screenshot shows the 'Adding Chemical' form again. The 'Lab' field now contains 'BG-Dugas Bldg' and the 'Lab Number' field contains '1056'. The rest of the form appears identical to the first screenshot, with the 'Lab' field highlighted by a red arrow pointing to its help icon.

- a. When you click on [SELECT] the building and room number for the lab selected will auto-load into Adding Chemical lab field and the name of the building will auto-load in the following field.
- b. Note that [Last] follows the [?] after the Lab field. If there are multiple chemicals to be added to the same lab, you may click [LAST] after you have entered and saved your first chemical, and the lab used for the previous entry will auto-load into the field.

8. **“Search Catalog” or “Not in Catalog.”** The Default item “Search Catalog” is marked. If you are not going to search the Database Catalog for the name of the chemical you are entering, you must mark “Not in Catalog.”

9. Following the **“Vendor”** field. We have several suppliers for chemicals; therefore, Vendors are not included in the Database Chemical Catalog. **Skip this field for now.**

10. **“Chemical Description.”** The “Chemical Description” is the name of the chemical. In this field you have the option of searching for the chemical name within your Personal Catalog or the Database Catalog. Also, You may type in the chemical name. If you type in the chemical name, make sure that you mark “Not in Catalog,” spell the name correctly, do not use abbreviations or acronyms in place of the full chemical name, enter a vendor and catalog number, and enter a CAS # for the chemical (unless the chemical is a mixture).

Chemical Catalog

CAS #	Chemical Description	Catalog #	Vendor	Expiration Period (months)	Molecular Weight	Chemical Formula
64-19-7	ACETIC ACID	A38-500	FISHER	-		
64-19-7	ACETIC ACID ACID ALCOHOL (HCL 2% ETHANOL 98%)	A38-212	FISHER	-		
65-61-2	ACRIDINE ORANGE	A2886	SIGMA	-		
33864-99-2	ALCIAN BLUE SGX	1A288		-		
33864-99-2	ALCIAN BLUE SGX	AX440		-		
33864-99-2	ALCIAN BLUE SGX	A5268	SIGMA	-		
107-18-6	ALLYL ALCOHOL			-		
3012-65-5	AMMONIUM CITRATE	A8170	SIGMA	-		
28631-66-5	ANILINE BLUE	A10090		-		
28631-66-5	ANILINE BLUE	A10095		-		
28631-66-5	ANILINE BLUE	A967	FISHER	-		
548-62-9	ANILINE VIOLET	C581	FISHER	-		
1336-21-6	AQUA AMMONIA (HOUSE HOLD AMMONIA)	A669	FISHER	-		
25641-18-9	AZOCARMINE G	A10145		-		
531-53-3	AZURE A	A970	FISHER	-		
4196-99-0	BIEBRICH SCARLET, ACID RED 66	NA0454	FISHER	-		
8005-37-2	BISMARCK BROWN	NA0458	FISHER	-		
1220-42-4	ROFLAV	S218				

11. To search for the Chemical Description: **Click** on the [?] to the right of the Chemical Description field to activate the search system

- a. This program contains a **database Chemical Catalog** with 11,000+ chemicals. The database Chemical Catalog is maintained by Chemical Safety Office Staff.
- b. It also produces a **“Personal Chemical Catalog”** which is a list of all the chemicals you have ever had in your chemical inventory. Each time you add a chemical to your inventory, it is also added to your personal catalog.
- c. The Chemical Catalog in this database has the common chemical name and most synonyms by which a chemical may be known. When you search by chemical name in the database, you are searching a list that contains almost all possible names for the chemicals.

12. A search window will appear. There are three search options available. You may use any one or combination of the three

- Show me Chemicals where Vendor is,
- Show me Chemicals where [Chemical Description, CAS #, Catalog #, or Chemical #] [Starts with, Contains, or Equals], and
- Show me Chemicals that are in my "Personal Catalog" (previously received)

Chemical Catalog						
<input checked="" type="checkbox"/> Show me Chemicals where Vendor is - No Selection - <input type="checkbox"/> Show me Chemicals where Chemical Description Starts with... <input checked="" type="checkbox"/> Show me Chemicals that are in my "Personal Catalog" (previously received) <input type="checkbox"/> CAS # Starts with... <input type="checkbox"/> Catalog # Starts with... <input type="checkbox"/> Chemical # Starts with...						
<input type="button" value="Show"/>						
CAS #	Chemical Description	Catalog #	Vendor	Expiration	Molecular Weight	Chemical Formula
64-19-7	ACETIC ACID	A38-500	FISHER	-		
64-19-7	ACETIC ACID ACID ALCOHOL (HCL 2%) ETHANOL 95%	A38-212	FISHER	-		
65-81-2	ACRIDINE ORANGE	A2886	SIGMA	-		
33864-99-2	ALCIAN BLUE BX	A1239	-			
33864-99-2	ALCIAN BLUE BX	A35440	-			
33864-99-2	ALCIAN BLUE BX	A1208	SIGMA	-		
107-18-5	ALLYL ALCOHOL	-				
3012-65-5	AMMONIUM CITRATE	A8170	SIGMA	-		
28831-66-8	ANILINE BLUE	A10090	-			
28831-66-8	ANILINE BLUE	A10095	-			
28831-66-8	ANILINE BLUE	A987	FISHER	-		
516-62-9	ANILINE VIOLET	C511	FISHER	-		
1356-21-6	AQUA AMMONIA (HOUSE HOLD AMMONIA)	A669	FISHER	-		
25641-18-9	AZOCARAMELINE G	A10145	-			
831-53-3	AZURE A	A970	FISHER	-		
4196-99-0	BIEBRICH SCARLET, ACID RED 56	NA0454	FISHER	-		
8095-47-2	BISMARCK BROWN	NA0458	-			
1356-21-6	ROR AV	8248	FISHER	-		

Show Chemical by:

- Chemical Description
- CAS #
- Catalog #
- Chemical #

Chemical Catalog						
<input type="checkbox"/> Show me Chemicals where Vendor is - No Selection - <input checked="" type="checkbox"/> Show me Chemicals where Chemical Description Starts with... <input checked="" type="checkbox"/> Show me Chemicals that are in my "Personal Catalog" (previously received) <input type="checkbox"/> Click the Chemical's CAS# or <input type="checkbox"/> Equals... it.						
<input type="button" value="Show"/>						
CAS #	Chemical Description	Catalog #	Vendor	Expiration	Molecular Weight	Chemical Formula
64-19-7	ACETIC ACID	A38-500	FISHER	-		
64-19-7	ACETIC ACID ACID ALCOHOL (HCL 2%) ETHANOL 95%	A38-212	FISHER	-		
65-81-2	ACRIDINE ORANGE	A2886	SIGMA	-		
33864-99-2	ALCIAN BLUE BX	A1239	-			
33864-99-2	ALCIAN BLUE BX	A35440	-			
33864-99-2	ALCIAN BLUE BX	A1208	SIGMA	-		
107-18-5	ALLYL ALCOHOL	-				
3012-65-5	AMMONIUM CITRATE	A8170	SIGMA	-		
28831-66-8	ANILINE BLUE	A10090	-			
28831-66-8	ANILINE BLUE	A10095	-			
28831-66-8	ANILINE BLUE	A987	FISHER	-		
516-62-9	ANILINE VIOLET	C511	FISHER	-		
1356-21-6	AQUA AMMONIA (HOUSE HOLD AMMONIA)	A669	FISHER	-		
25641-18-9	AZOCARAMELINE G	A10145	-			
831-53-3	AZURE A	A970	FISHER	-		
4196-99-0	BIEBRICH SCARLET, ACID RED 56	NA0454	FISHER	-		
8095-47-2	BISMARCK BROWN	NA0458	-			
1356-21-6	ROR AV	8248	FISHER	-		

- Starts With
- Contains
- Equals

13. As long as the "Show me Chemicals that are in my Personal Catalog" is marked you will be searching your Personal Chemical Catalog.

- If you have included the Vendor for each chemical in your inventory, you may search your "Personal Catalog" by specific vendor. Click on the box before "Show me Chemicals where Vendor is", then Click on the arrow to the right of the blank field to pull up a pick list of vendors. To select the vendor, Click on the Vendor name. A list of chemicals for the vendor chosen will appear at the bottom of the screen. Click on the chemical name or CAS # to select the chemical. If you do not wish to search by vendor in your Personal Catalog, do not mark the "Show me Chemicals where Vendor is" selection.
- To search the Database Chemical Catalog, you must unmark the Show me Chemicals that are in my "Personal Catalog" (previously received) and unmark the "Show me Chemicals where Vendor is". Vendors are not included in the Database Catalog because several vendors may supply each chemical product.

16. Mark the checkbox before “Show me Chemicals where”. In the next field you may search by Chemical Description or CAS #. The **Chemical Description** is the chemical name and the **CAS #** is the Chemical Abstract Service Number. Catalog # is the vendor catalog number we do not enter this information into the database as a primary indicator because there are multiple suppliers for most chemicals. Chemical # is the MSDS file number. Click on the arrow to the right of the field and select Chemical Description or CAS #.

Chemical Catalog

CAS #	Chemical Description	Catalog #	Vendor	Expiration Period (months)	Molecular Weight	Chemical Formula
6119.7	ACETIC ACID	A38-500	FISHER	-		
6119.7	ACETIC ACID	A38-212	FISHER	-		
	ACID ALCOHOL HCL 25%					
	ETHANOL 95%					
65-61-2	ACRIDINE ORANGE	A2886	SIGMA	-		
33864-99-2	ALCIAN BLUE BX	I1288		-		
33864-99-2	ALCIAN BLUE BX	A2440		-		
33864-99-2	ALCIAN BLUE BX	A5268	SIGMA	-		
107-18-6	ALLYL ALCOHOL					
3012-65-5	AMMONIUM CITRATE	A8170	SIGMA	-		
28631-66-8	ANILINE BLUE	A10090		-		
28631-66-8	ANILINE BLUE	A10095		-		
28631-66-8	ANILINE BLUE	A967	FISHER	-		
518-62-9	ANILINE VIOLET	C581	FISHER	-		
1336-21-6	AQUA AMMONIA (HOUSE HOLD AMMONIA)	A669	FISHER	-		
25641-18-9	AZOCARMEINE G	A10145		-		
831-53-3	AZURE A	A970	FISHER	-		
4196-99-0	BIEBRACH SCARLET, ACID RED	NA0454	FISHER	-		
8005-47-2	BRISBANE BROWN	NA0458		-		
1330-43-4	ROB AX	92128	FISHER	-		

Show Chemical by:

- Chemical Description
- CAS #
- Catalog #
- Chemical #

Chemical Catalog

CAS #	Chemical Description	Catalog #	Vendor	Expiration Period (months)	Molecular Weight	Chemical Formula
6119.7	ACETIC ACID	A38-500	FISHER	-		
6119.7	ACETIC ACID	A38-212	FISHER	-		
	ACID ALCOHOL HCL 25%					
	ETHANOL 95%					
65-61-2	ACRIDINE ORANGE	A2886	SIGMA	-		
33864-99-2	ALCIAN BLUE BX	I1288		-		
33864-99-2	ALCIAN BLUE BX	A2440		-		
33864-99-2	ALCIAN BLUE BX	A5268	SIGMA	-		
107-18-6	ALLYL ALCOHOL			-		
3012-65-5	AMMONIUM CITRATE	A8170	SIGMA	-		
28631-66-8	ANILINE BLUE	A10090		-		
28631-66-8	ANILINE BLUE	A10095		-		
28631-66-8	ANILINE BLUE	A967	FISHER	-		
518-62-9	ANILINE VIOLET	C581	FISHER	-		
1336-21-6	AQUA AMMONIA (HOUSE HOLD AMMONIA)	A669	FISHER	-		
25641-18-9	AZOCARMEINE G	A10145		-		
831-53-3	AZURE A	A970	FISHER	-		
4196-99-0	BIEBRACH SCARLET, ACID RED	NA0454	FISHER	-		
8005-47-2	BRISBANE BROWN	NA0458		-		
1330-43-4	ROB AX	92128	FISHER	-		

• Starts With
• Contains
• Equals

17. In the next field select **[Starts with]** appears, do not change this. **Contains, or Equals** should be used only if you are not exactly sure of the name.

Chemical Catalog

CAS #	Chemical Description	Catalog #	Vendor	Expiration Period (months)	Molecular Weight	Chemical Formula
5141-20-8	LIGHT GREEN SF YELLOWISH			-		
5141-20-8	LIGHT GREEN SF YELLOWISH	E116	FISHER	-		
5141-20-8	LIGHT GREEN SF YELLOWISH	C5911		-		

Type Chemical Description and click [SHOW]

Click CAS # or Chemical Description to load the information

18. In the Blank field that follows [Starts with], type in the name of the chemical you are looking for and Click on “Show”. The window will display all of the chemicals in the Catalog that Start With, the name you typed in the blank field.

19. Double click on the [Chemical Name] or the CAS# to select the chemical you want.

20. If you have searched the“Personal Catalog” and you have searched the “Database Catalog” and you still cannot find the chemical you are looking for. Mark the item as “Not in Catalog” and type in the chemical name, do not abbreviate. We also need you to give us enough information to get a Material Safety Data Sheet for the chemical including the following:

- Enter the CAS# (unless it is a mixture)
- Enter the Vendor/Supplier name and Catalog Number,
- Comments: use this to tell us anything else that may help us to identify and classify the chemical, and enter it into the Database Catalog.

21. Physical State [Solid, Liquid, or Gas] you must mark one of these. Click the radio button to the left of the Physical State that matches your chemical. Tab to the next field.

22. The “# of Units” is the number of containers of the specific chemical. The default number is 1. To enter any number higher than 1, all of the containers for the chemical being entered have to be of the same size and same units of measure. For example, if you have 2 containers of Methanol and they are all 1 liter in size, you may enter the number 2 in the “# of Units” field. If one container is 1 liter and the other is 500 mL, then you will have to enter the two containers separately. Type in the [#of Units] and Tab to the next field.

23. The “Quantity per Unit” is the numerical amount for the container size. Type in the [Quantity per Unit] and Tab to the next field.

24. In the “Volume/Size” select the unit of measure for the container, G=Grams, mg=Milligrams, etc.
– click on the arrow to the right of the field to access the units pick list.

The screenshot shows the 'Adding Chemical' window with several input fields. On the left, there are fields for Inventory # (0018961), PO #, and 'Totally Disposed?' checkbox. Below these are sections for 'Search Catalog' (radio button), 'Chemical Description' (Methanol), 'Catalog #' (67-561), 'Physical State' (radio buttons for Gas, Liquid, Solid), 'MAX On Hand' (dropdown menu), 'Storage Location' (dropdown menu with 'No Selection'), 'BOCA Amount' (dropdown menu with 'No Selection'), 'Receipt Date' (dropdown menu), 'Expiration Date' (dropdown menu), 'MSDS Location' (dropdown menu), 'Contact' (dropdown menu), and 'Comments' (text area). At the bottom are 'Save' and 'Cancel' buttons. Arrows point from the 'Quantity per Unit' field to a callout box labeled 'Quantity per Unit', from the 'Volume/Size' dropdown to a callout box labeled 'Volume/Size', and from the 'BOCA Amount' dropdown to a callout box labeled '# of Units'.

25. BOCA is an acronym for *Building Officials & Code Administrators* from the National Building Code regulation used in the construction and enforcement of school buildings. In this case, BOCA Amount is the total amount for the chemical calculated in pounds or gallons. The system automatically converts your units of measure to pounds or gallons when you Click the [Calc] following BOCA Amount.

26. [Storage Location] is the location of the chemical in your lab, this field is optional, you may use it if you'd like. To choose from a pick list click on the [?] following the field. Click on Select to choose the storage location. If you do not wish to use any of the pick list items, Click on Cancel at the top of the window. This will take you back to the Adding Chemical window. Click on the blank field and type in your location description.

The screenshot shows a 'Select a Storage Location' window with a table of storage locations. The columns are 'Storage Location' and 'Description'. The rows include: Select BLU01 Blue Zone 1 - Poisons or Toxic Solids, Select BLU02 Blue Zone 2 - Poisons or Toxic Solids, Select BLU03 Blue Zone 3 - Poisons or Toxic Solids, Select BLU04 Blue Zone 4 - Poisons or Toxic Solids, Select BLU05 Blue Zone 5 - Poisons or Toxic Liquids, Select BLU06 Blue Zone 6 - Poisons or Toxic Liquids, Select BLU07 Blue Zone 7 - Poisons or Toxic Liquids, Select BLU08 Blue Zone 8 - Poisons or Toxic Liquids, Select BRN01 Brown Zone 1 - Organic Acids Cabinet, Select BRN02 Brown Zone 2 - Organic Acids Cabinet, Select BRN03 Brown Zone 3 Organic Acids Cabinet, Select FRZ01 Freezer Number 1, Select FRZ02 Freezer Number 2, Select FRZ03 Freezer Number 3, Select FRZ04 Freezer Number 4, Select FRZ05 Freezer Number 5, Select FSC01 Flammable Storage Cabinet Number 1, Select FSC02 Flammable Storage Cabinet Number 2, Select FSC03 Flammable Storage Cabinet Number 3, Select FSC04 Flammable Storage Cabinet Number 4, Select GRA01 Gray Zone 1 - Non-Hazardous Chemicals, Select GRA02 Gray Zone 2 - Non-Hazardous Chemicals, Select GRA03 Gray Zone 3 Non-Hazardous Chemicals, Select GRE01 Green Zone 1 - Basic or Alkaline Solids, Select GRE02 Green Zone 2 - Basic or Alkaline Liquids, Select RED01 Red Zone 1 - Flammable & Combustible Solids, Select RED02 Red Zone 2 - Flammable & Combustible Solids. An arrow points from the 'Select' button in the first row to a callout box labeled 'Click Select'.

27. Notice that **[Last]** follows the **[?]**. When you have multiple entries, after you have saved your first entry, you may use this command to enter the last location previously saved.

28. **[Storage Device]** has a pick list that is accessed by clicking on the arrow to the right of the field, scroll down the list and click on the item of choice.

29. The **[Chemical Formula]** is part of the data entered in the database chemical catalog. It will automatically load when you enter the chemical name from the database catalog.

30. **[Receipt Date]** is a required field. The default is the current date. If you would like to change it, click on the arrow to the right of the month and day or type in the month and day in the displayed format. The default year is the current year.

31. **[Open Date]** is an optional field, unless the chemical you are entering is a time sensitive material (e.g., peroxides, peroxide forming compounds). For these materials, you must enter a Date Opened. The calendar works the same as the Receipt Date. After you have entered a date, Click **[Calc]** for Expiration Date. The program will calculate an expiration date for you, based upon the time limit that the chemical can remain in storage. In addition, the inventory program is set up to notify you when a time sensitive material has expired and Safety and Environmental Affairs should be notified to pick it up for disposal.

32. **[Order Date]** is optional. You may use it or leave it blank.

33. **[MSDS Location]** all Material Safety Data Sheets are stored at the Safety Office, default location is loaded.

34. **[Contact Name]** and **[Phone Number]** is optional.

35. Enter any comments.

36. Click **[SAVE]** to save the information and **[Cancel]** to cancel the operation. You will be returned to the current inventory display.

Editing a Chemical in Your Inventory:

1. Click on the “All Items”.
2. Click on “Select” to open the Chemical Editing window.

Everything in the **Editing Chemical** window appears and works the same as if you were adding a chemical to your inventory.

Inventory #	Catalog #	CAS #	Chemical Description	Receipt Date	Order Date	Location	Receipt Qty.	Unit	Chemical
0018963		67-561	Methanol	05/17/2007	05/15/2007	BG.1056	1	1	QT
0018961		67-561	Methano	05/02/2007	05/02/2007	BG.1056	1	1	QT
0018958	107-18-6		ALLYL ALCOHOL	04/16/2007	04/09/2007	BG.1056	14	1000	LB
0018954	M1386	587-98-4	METANIL YELLOW	02/10/2006	10/09/2006	AD.3828	1	50	GR
0018955	MB1	61-73-4	METHYLENE BLUE	02/10/2006	02/09/2006	AD.3828	1	10	GR
0008047		37326-33-3	HYALURONIDASE TYPE VI OR II OR III OR I S	06/02/2005		AD.3828	1	100	MG
0008048		7647-01-0	HYDROGEN CHLORINE (HYDROCHLORIC ACID)	06/02/2005		AD.3828	1	2.5	LT
0008049		64-69-7	IODOACETIC ACID	06/02/2005		AD.3828	1	25	GR
0008050			ISOTONIC SALT SOLUTION	06/02/2005		AD.3828	1	100	GR
0008096	X4-4	1330-20-7	XYLENE (O, M & P)	02/12/2005		AD.3828	1	4	LT
0007962			ACID ALCOHOL (HCL 2% ETHANOL 98%)	02/07/2005		AD.3828	1	100	ML
0008017	A962-4	64-17-5	ETHYL ALCOHOL	01/19/2005		AD.3828	8	4	LT
0008029	CS511-1D		CAL-EX SOLUTION	11/30/2004		AD.3828	6	6	LT
0008044	7211	517-28-2	HEMATOXYLIN	11/21/2004		AD.3828	7	7	PT
0008082	HT1003		SILVER NITRATE SOLUTIONS	02/25/2003		AD.3828	1	8	FZ

1. In the **“Editing Chemical”** - You may change anything in this window except the Inventory Number [Inventory #] and the Chemical Name.
2. **All items highlighted in pink are required fields.** You may change information in these fields, but you may not delete information and leave the field blank.
3. Fields that are not highlighted in pink are optional.

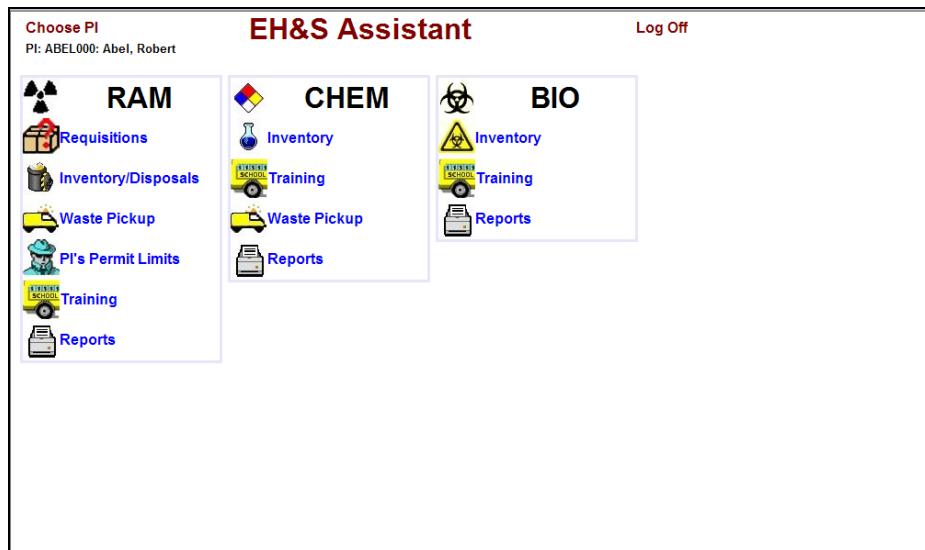
* Pink labels indicate required fields.

4. Using your Tab key will take you to each required field.
5. If you would like to change an optional fields, click on the field and type in your changes.
6. Multiple containers of a specific chemical must be of the same Quantity per Unit and Volume/Size.
 - For example: if you have four, 1 liter containers of methanol. You may enter 4 as the # of Units, 1 as the Quantity per Unit, and GL as Volume/Size.
 - If the containers are not the same, you must enter them separately.
7. **Totally Disposed?** – if the chemical has been consumed in process and you would like us to remove it from your inventory, Click in the box next to this command “Totally Disposed” to mark the chemical for removal.
8. Click on **Save** at the bottom of the window to save your changes.
9. Click on **Cancel** if you do not want to save your changes.

Training

The main menu allows controlled access to the EH&S Web Applications. We will now look at the Training portion of the Chem Web Application. The Training module allows the P.I. access to his/her training history and the training history of any worker that works directly for him/her.

- **From the main menu, under CHEM click on Training.**



1. The screen displayed is a listing of the Principal User logged-in and all workers attached to this user.
2. Click on the [VIEW] for the person that you would like to view training records for.

Main Menu	< BACK	PI	ABEL000	Abel, Robert	Log Off
—	Last Name	First Name	Department	Worker Type	
View	Abel	Robert	Physiology		
View	Abel	Robert	Physiology	Ancillary	
View	Ablemeyer	Willie	Biology		
View	Adams	Barry	Physiology		
View	Adams	Brian	Physics		
View	DaPrato	Michael	Pharmacology		
View	Goff	Todd			

3. Training information consists of all classes complete. From the completed status, future recurrent training requirements can be calculated by adding the course frequency to the training date. A listing of Training Due Dates is available under Reports.

Training Completed by Abel, Robert

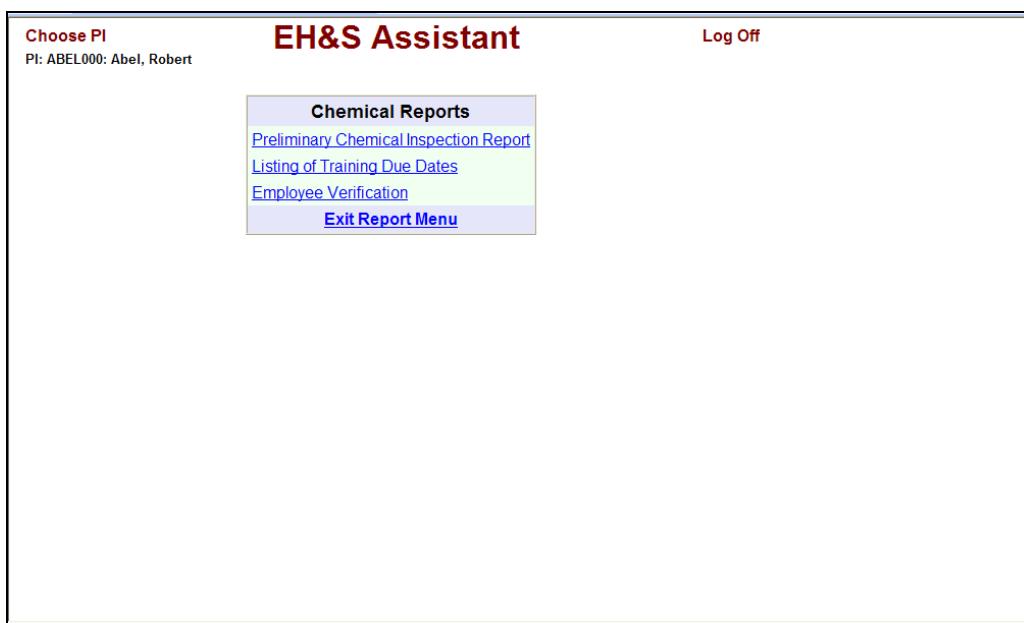
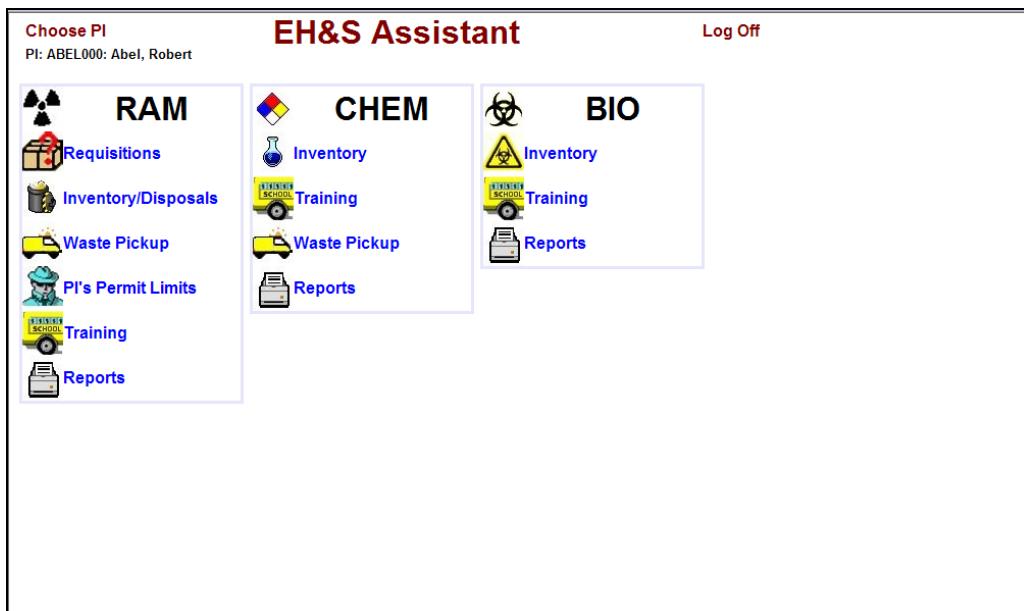
Training Date	Course #	Course Name	Frequency	PASS/FAIL	Category	Score
02/09/2006	HAZMATS	Haz Mat Shipping	12 months	Pass	CHEM	Pass
01/25/2006	CHEMHYG	Chemical Hygiene	12 months	Pass	CHEM	Pass
11/16/2005	RFRES	Research Refresher	12 months	Pass	All Workers	Pass
12/29/2004	RESSFTY	Research Safety	One-Time	Pass	All Workers	Pass
01/02/2004	ORIENT	Orientation	One-Time	Pass	All Workers	Pass

4. Click [BACK] to exit this user records and select another worker. Click [MAIN MENU] to exit the training module.

Reports

The Reports selection under the Main Menu is designed to provide specialized reports that may be of benefit to all Chemical Users. All reports added to this section will have view/print privileges.

Under CHEM click [REPORTS].



Reports can be added to this section as requested.